



STANDARDS OF APPRENTICESHIP

adopted by

INTALCO ALUMINUM CORPORATION JOINT APPRENTICESHIP TRAINING COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
INDUSTRIAL MAINTENANCE ELECTRICIAN		829.281-014	8000 HOURS
INDUSTRIAL MAINTENANCE MACHINIST		600.280-042	8000 HOURS
INDUSTRIAL MASON		861.381-026	6000 HOURS
INDUSTRIAL METER & INSTRUMENT TECHNICIAN		710.281-026	8000 HOURS
INDUSTRIAL MILLWRIGHT		638.281-018	8000 HOURS
INDUSTRIAL MOBILE EQUIPMENT MECHANIC		620.281-050	8000 HOURS
INDUSTRIAL SHEETMETAL FABRICATOR		804.281-010	8000 HOURS
INDUSTRIAL SUBSTATION ELECTRICIAN		820.261-018	8000 HOURS
INDUSTRIAL WELDER-FABRICATOR		819.384-010	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOODS
Secretary of Council

INTALCO ALUMINUM CORPORATION
JOINT APPRENTICESHIP TRAINING COMMITTEE

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

This apprenticeship plan establishes the standards for training for trade and craft jobs at Intalco Aluminum Corporation, Ferndale, Washington.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Applicants shall be at least 18 years of age.**

Education: **High school graduate or equivalent.**

Physical: **Satisfactorily meets the needs of the trades.**

Testing: **In the selection of apprentices, tests will be used to assure that applicants have the necessary abilities and aptitudes to succeed in all phases of the program. Tests to be used are as follows:**

- 1. E.A. Space Visualization**
- 2. E.A. Visual Pursuit**
- 3. E.A. Numerical Reasoning**
- 4. E.A. Numerical Ability**

Other: **None.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

1. Notification to Employees of Apprentice Vacancies:

- a. When an opening for apprentice vacancies occurs in the trade and craft jobs, current employees shall be notified by a posting on all plant bulletin boards. The posting period shall be limited to seven (7) full**

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calendar days. Application forms shall be furnished by the Company and shall require the employee to outline the details of special training and experience tending to support their application for that particular craft. The application shall be signed by the employee and filed with the Apprenticeship Committee.

- b. Employees who are absent during the period apprentice vacancies are posted will be considered eligible to place a proxy bid for such vacancies through their supervisor.
- c. At the expiration of the posting period the Apprenticeship Committee shall consider all applications on file until the apprentice vacancies are filled.

2. Preliminary Screening:

- a. The Apprenticeship Committee will determine from the records and applications those applicants that possess the required qualifications.
- b. The applicant that lacks the minimum qualifications will be immediately informed in writing.

3. Pre-Entry Tests:

- a. Applicants shall be given pre-entry tests. Tests to be used are as follows:
 - 1. E.A. Space Visualization
 - 2. E.A. Visual Pursuit
 - 3. E.A. Numerical Reasoning
 - 4. E.A. Numerical Ability
- b. The purpose of pre-entry tests is for skill assessment only, not for selection.
- c. In case of disagreement, no appointments will be made until a satisfactory settlement has been reached.

4. Interviews:

- a. Each applicant who successfully meets all qualifying standards will be referred to the Apprenticeship Committee for final interview. In case of disagreement, the appointment will not be made until satisfactory settlement has been effected. The Apprenticeship Committee may include other experienced craftspersons as part of the interviewing body. Applicant's work record, attendance, and conduct must be creditable during the immediate past 6 months. Prior successful

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training and/or experience will be considered in the selection process. Each interviewer will complete an evaluation form for each candidate, with interview scores made part of the total candidate profile.

- b. Accepted applicants will be notified of their appointment for training by letter from the Apprenticeship Committee. A copy of the notification letter shall be maintained in Apprenticeship records. Notification shall be made far enough in advance of the starting date to allow time for regular employment transfer procedures to be effected.
- c. Applicants referred for final interview but not approved for training shall be informed by letter from the Chairman of the Apprenticeship Committee immediately after final selections have been made. The rejected applications shall remain on file and records will be kept for five years.

B. Equal Employment Opportunity Plan:

In order to achieve these objectives the sponsor will undertake the following activities.

- 1. Dissemination of information concerning the nature of apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities and the equal employment policy of the sponsor: Our outreach efforts will include articles in both the company newspaper and union newsletter conveying information and criteria for admission. We will also do specific mailings to under utilized groups to encourage program participation. As well, information on the tuition refund program will be distributed and opportunities provided for developing math skills to allow improved performance on qualifying tests.
- 2. Internal communication with of the sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the sponsor's various officers, supervisors, employees, and members and to encourage such persons to take the necessary action to aid sponsor in meeting its obligations under these rules: The Affirmative Action Plan of the Joint Apprenticeship Committee will be shared with Intalco leadership and Union leadership, to include all managers, first line supervisors, superintendents, and union executive board, as well as unit employees. Use journey level workers and apprentices to promote the Affirmative Action Plan.
- 3. Granting advanced standing by giving credit for previous trade experience or related course work will be granted equally for all applicants.

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4. **We will work with the Intalco management to encourage recruitment of employees from the minority and female ranks via contact with technical colleges, Lummi & Nooksack Indian Business Centers, Employment Security, and other employment service agencies.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of training for all trade objectives shall be 8000 hours, except for Industrial Mason, which shall be 6000 hours.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first 1000 hours of the training program will be a probationary period in which the Apprenticeship Agreement may be terminated by the Apprenticeship Committee. During this period, the apprentice must qualify to continue the training passing the related technical subjects and by satisfactorily completing the work assignments on the job.

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

The ratio of Apprentices to journey-level workers in each particular trade or craft shall not be more than: (All ratios apply to work force)

Trade:	Apprentice - Journey-level workers	
Industrial Maintenance Machinists	1 - Shop	1 - 4
Industrial Millwright		1 - 3
Industrial Mobile Equipment Mechanic		1 - 4
Industrial Sheetmetal Fabricator	1 - Shop	1 - 5
Industrial Welder-Fabricator	1 - Shop	1 - 5
Industrial Mason		1 - 3
Industrial Meter & Instrument Technician		1 - 5
Industrial Maintenance Electrician		1 - 3
Industrial Substation Electrician		1 - 5

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

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The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

The established schedule of apprentice rates in each required six-month (1000 hours) training period for craft jobs shall be an equal percentage reduction from the craft rate to a beginning rate equivalent to Labor Grade #1. Percentages will be calculated and approved by the Apprenticeship Committee with each change in Appendix A of the base pay rate structure.

Apprentices shall not receive less than the following schedule would provide during their period of apprenticeship:

A. All occupations except Industrial Mason:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	55%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	65%
4	3001 - 4000 hours	70%
5	4001 - 5000 hours	75%
6	5001 - 6000 hours	80%
7	6001 - 7000 hours	85%
8	7001 - 8000 hours	90%

B. Industrial Mason:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	55%
2	1001 - 2000 hours	60%
3	2001 - 3000 hours	65%
4	3001 - 4000 hours	70%
5	4001 - 5000 hours	80%
6	5001 - 6000 hours	90%

Practical percentages shall be rounded to the nearest half percent.

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

A. Industrial Maintenance Electrician Approximate Hours

It is the responsibility of each journey-level worker to ensure that the apprentice is given all information possible regarding the trade during the time he/she is working for the journey-level worker.

Certain jobs are listed under each year. They are only to give the apprentice an indication of the level of his work for the year. They do not mean the jobs are the only work to be carried out or the only jobs to be tested on during the year.

Tests will be given each apprentice during each year of training to ensure the apprentice is satisfactorily completing his/her in-plant training.

1. First Year:.....2000

Skills:

- a. Use of lamp changer and bulb base remover**
- b. Sharpening of drill bits and use of drilling machine**
- c. Use of megger**
- d. Care and use of small hand tools**
- e. Familiarity with Safety and Fire Regulations**
- f. Use of hand pipe threader and reamer including adjustable dies**
- g. Elementary blueprint reading**
- h. Use of ladders and pipe staging**
- i. Use of electric hammers**
- j. Use of fishtapes and pulling cables**
- k. Simple conduit bends**
- l. Introduction to the Electrical Code**
- m. Familiarity with electrical materials**
- n. Use of grinders**
- o. Use of all cleaning equipment and materials**
- p. Power actuated tools**

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- q. Recognition and care of instruments
- r. Terminations of 600 volt wire and cable

Tools:

- a. Code book
- b. Electric pliers (Stakon)
- c. Flat screw driver
- d. Knife
- e. Rule
- f. 6" or 8" adjustable wrench
- g. Pencil and note book
- h. Diagonal Pliers

2. **Second Year:**.....2000

Skills:

- a. Introduction to hydraulic bender
- b. Use of power threaders
- c. Air gapping small motors
- d. Use and inspection of shop slings and hoisting equipment
- e. Use of bearing pullers
- f. Use of under cutters
- g. Use of Cadweld equipment
- h. Use of ammeter, ohmmeter, voltmeter
- i. Bearing identification and application
- j. Proper application of conduit fittings
- k. Soft soldering
- l. Taping up to 600 volts
- m. Battery maintenance
- n. Selection of fuses and circuit breakers
- o. Reading simple wiring and schematic drawings
- p. Introduction to the principles of trouble shooting
- q. Lubrication
- r. Code Book - sections dealing with wiring systems
- s. Clean and overhaul motors
- t. Sleeve bearing installation

Jobs:

- a. Layout and drill piece of work, from simple print
- b. Under cut commutator (under supervision)
- c. Overhaul a small motor
- d. Wire up 110 volts light or outlet
- e. Connect motor - 600 volts
- f. Sling job of some description

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Tools:

- a. Hack saw frame
- b. Hammer
- c. 10" or 14" pipe wrench
- d. 8" or 10" adjustable wrench
- e. Center punch
- f. Square

3. **Third Year:**2000

Skills:

- a. Brush and commutator maintenance
- b. Conduit bends, offsets, multiple runs
- c. Use of growler
- d. Use of tachometer
- e. Use of Hi-pot testers
- f. Bus bar work
- g. Use of caliper, micrometers
- h. Code book - sections dealing with motors and transformers
- i. Advanced blueprint reading
- j. Use of ground detector
- k. Introduction to basic electronics

Jobs:

- a. Overhaul starter
- b. Wire up standard motor control
- c. Carry out inspection and maintenance on DC motor or generator
- d. Machine tag-out and drive maintenance
- e. Standard nameplate interpretation
- f. Select motor protection circuit

Tools:

- a. 12" or 14" pipe wrench
- b. Long nose pliers
- c. Tap wrench

4. **Fourth Year:**2000

Skills:

- a. Hard soldering
- b. Breaker maintenance over 600 V
- c. Control and relay systems
- d. Code book
- e. Knowledge of elementary electronics

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- f. Working on live equipment below 600 volts**
- g. Advance trouble shooting**
- h. Shift experience on dayshift relief**
- i. DC Machine connections including welders**
- j. Transformer connections**
- k. Maintenance and operation of continuous feed equipment**

Jobs:

- a. Hookup DC machine involving a change of direction**
- b. Hook transformers of various configurations**
- c. Elevator and crane maintenance**

Tools:

- a. 1/2" to 1 1/2" reamer and bit brace**
- b. Diagonal cutters**
- c. Level**
- d. Plumb bob**
- e. Set Robertson screw driver**

TOTAL HOURS:

8000

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B. Industrial Maintenance Machinist

	<u>Description</u>	<u>Code No.</u>	<u>Quota Hours</u>
1.	Familiarization Any activity designed to familiarize the apprentice with care, proper safe use, nomenclature, and selection of tools and materials used in the craft	1-----	160
2.	Cut-off Material Rough cut to size	2-----	160
3.	Drill Basic drilling, tapping, reaming, counterboring, and countersinking	3-----	160
4.	Lathe Perform turning operation including tapers, threads, shoulders, chuckboring, drilling, reaming, and tapping 9" to 36" range	4-----	720
5.	Milling Machine Perform basic milling operations including, slabbing, splining, gearcutting, slotting, use of index head, and other supplementary equipment	5-----	480
6.	Grinder Perform surface, cylindrical, internal and cutter grinder operations	6-----	400
7.	Bore Face, bore, counterbore	4-----	320
8.	Job Bore and Fixtures Perform production work as required	8-----	320
9.	Heat Treating Perform softening, hardening, and case hardening processes.	9-----	120
10.	Metalizing Perform operations as required	10-----	240

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11.	Weld Perform simple welding and burning operations (temporary welds)	11-----	240
12.	Machine Repairs and Maintenance Strip down, inspect, fit, reassemble machines, or machine components; including preventative maintenance	12-----	720
13.	Inspection Inspect machine pieces for suitability for production and tool room work	13-----	480
14.	Methods, Planning, Job estimating Work with subfunctions involved	14-----	480
15.	Development Work with instrument makers on full line of machine and bench work involved	15-----	2,000
16.	Bench Work File, deburr, degrease, fit, scrape	16-----	240
17.	Basic Hydraulics	17-----	120
18.	Other Assignments Housekeeping, safety meetings, informative meetings, conferences, and all other maintenance job activities not specified above.	18-----	640
TOTAL HOURS:			8,000

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<u>C. Industrial Mason:</u>	<u>Approximate Hours</u>
1. Tools, material and safety familiarization	1000
a. Tools: mixing, cutting, measuring, aligning, ramming, jointing (power and hand) and others as apply to the trade.	
b. Materials: mortar, brick, castables, plastic, washes, sand, ramming compounds, additives, caulking, insulation, anchors, reinforcing, and others as they apply to the trade	
c. Safety: continuous	
2. Tool, material and safety methods	1000
a. Tools: Use of tools as they apply to the above materials	
b. Materials: Use of materials as they apply to the projects listed below.	
c. Safety: Continuous	
3. Projects.....	4000
Tools, material and safety familiarization and methods will be applied to the following projects of the trade:	
a. Concrete work: Includes concrete block structures, retaining wads, slabs, footings and concrete finishing.	
b. Refractories, castables, plastics: includes flue walls, holding furnace linings, electric furnace linings, ladle linings, launder rebuilding, pot rebuilding, and others as pertain to the trade.	
TOTAL HOURS:	6000

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D. Industrial Meter & Instrument Technician

It is the responsibility of each Technician to ensure that the apprentice is given all information possible regarding the trade during the time he/she is working for the Technician.

Certain jobs are listed under each year. They are only to give the apprentice an indication of the level of his work for the year. They do not mean the jobs are the only work to be carried out or the only jobs to be tested on during the year.

Tests will be given each apprentice during each year of training to ensure the apprentice is satisfactorily completing his implant training.

Approximate Hours

1. First Year:.....2000

Skills:

- a. Familiarity with safety and fire regulations
- b. Recognition and care of instruments
- c. Care and use of small hand tools
- d. Familiarity with instrument and electrical materials
- e. Use of all cleaning equipment and materials
- f. Elementary blueprint reading
- g. Use of hand taps and dies
- h. Use of hand tools
- i. Use of small hand grinder and bench grinder
- j. Read basic instrument scales
- k. Use of a volt ohmmeter
- l. Use of a potentiometer
- m. Sharpening of drill bits and use of drill press and hand drills
- n. Termination of 120/240 wires and cables
- o. Use of ladders
- p. Basics of Ohms Law
- q. Plant layout and functions
- r. Basic mathematics
- s. Use digital volt meter

Jobs:

- a. Maintain areas clean and safe
- b. Keep records
- c. Make and repair TC's
- d. Replace charts and ink recorders
- e. Assist journey-level worker

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Tools:

- a. 4 screw drivers 2" - 4" etc., different blade widths
- b. 1 champ pliers
- c. 1 knife
- d. Wooden rule
- e. 6" crescent wrench
- f. 8" or 10" crescent wrench
- g. Pencil and notebook
- h. Diagonal pliers 7"
- i. Holding screw driver
- j. Toot pouch
- k. Tool box
- l. Burnishing tool
- m. Channel lock
- n. Pan cleaner
- o. Diagonal pliers 4"

2. **Second Year:**.....2000

Skills:

- a. Familiarity with basic meter movements
- b. The use of a standard cell
- c. The use of a Wheatstone bridge
- d. Basic knowledge of electronic symbols
- e. Basics of LC, RC, RL, RLC Circuits
- f. Basic functions of potentiometer recorders
- g. Basic functions of pneumatic control
- h. Proficiency in the art of soldering
- i. Understanding of the different types of thermocouple and use
- k. Basic algebra
- l. Basics of AC
- m. Use of power supplies
- n. Basics of gas regulators
- o. Basics of gas regulators
- p. Basics use of oscilloscopes, electronic counters and signal generators
- q. Calibration of pressure gauges

Jobs:

- a. Make recorder checks
- b. Prepare reports
- c. Test tubes
- d. Check diodes
- e. Clean test equipment

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- f. Compare test meter with standards meters
- g. Check to with Potentiometer
- h. Assist in the calibration of continuous monitoring scales
- i. Assist in the calibration of watt-hour meters
- j. Assist in the calibration of protective relays

Tools:

- a. Instrument tweezers
- b. Eye loupe
- c. Soldering aids
- d. Needle nose pliers
- e. Heat sinks
- f. Plus first year

3. **Third Year:**.....2000

Skill:

- a. Full knowledge of DC
- b. Full knowledge of AC
- c. Full knowledge of transistors and SCR's
- d. The calibration and repair of meter movements
- e. Basic understanding of transformers
- f. A complete understanding of potentiometric circuits and instruments
- g. Basic understanding of protective relays and watt-hour meters
- h. Basics of computers
- i. Knowledge of oscilloscopes, electronic counter and signal generators
- j. Use of slide rule
- k. Algebra and trigonometry
- l. Calibration of pneumatic controllers
- m. Understanding of amplifiers
- n. Knowledge of shunts and their uses
- o. Advanced blueprint reading
- p. Basic understanding of current and potential transformers

Jobs:

- a. Test and trouble shoot transistors and SCR circuits
- b. Assist in the maintenance of computers and relay equipment
- c. Repair amplifiers
- d. Calibrate and overhaul recorders
- e. Calibrate standard test equipment

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- f. Check standard test equipment
- g. Calibrate meter movements
- h. Overhaul gas regulators
- i. Repair and calibrate continuous monitoring scales

Tools:

- a. Same as First and Second years
- b. Slide rule

4. Fourth Year:2000

Skills:

- a. Knowledge of integrated circuits
- b. knowledge of magnetic amplifiers
- c. Knowledge of protective relays
- d. Knowledge of watt-hours meters
- e. Knowledge of computers
- f. Proficient in the use of oscilloscope, counter, signal generator and other test equipment commonly used in the profession
- g. Full knowledge of pneumatic instruments and controls
- h. Ability to work alone on projects
- i. Proficiency in the calibration of DC and AC circuits
- j. Knowledge of flow calculations
- k. Knowledge of all mathematics used in the field of instrumentation (fraction, square root, ratio, algebra,
- l. The ability to order parts and supplies used in the trade
- m. Knowledge of transformer connections

Jobs:

- a. Repair and calibrate test equipment
- b. Repair and calibrate computers and associated equipment
- c. Calibrate watt-hour meters
- d. Calibrate and set protective relays
- e. Repair and test transistors, SCR and integrated circuits
- f. Prepare full reports and records of projects
- g. Repair and calibrate pneumatic instrument and controllers
- h. Repair and calibrate electronic instruments
- i. Repair and calibrate magnetic amplifiers
- j. Analyze new equipment and revisions or modification to existing equipment

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Tools:

Same as First, Second, and Third year

TOTAL HOURS:

8000

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E. Industrial Millwright:

<u>Description</u>	<u>Code No.</u>	<u>Quota Hours</u>
1. Familiarization Any activity designed to familiarize apprentice with care, proper safe use, nomenclature, and selection of tools and materials used in the craft	1-----	320
2. Cut-off Material Perform machine cutting operation on various kinds of material such as shears, saws.	2-----	160
3. Drill Perform basic drilling operation	3-----	160
4. Pneumatic Tools Operation, uses	4-----	160
5. Grinder Perform basic grinding operations	5-----	160
6. Sanders Operate all types	6-----	160
7. Power-actuated Equipment Use safely, properly.	7-----	14
8. Measuring/Leveling Use precision equipment in maintenance, fabrication and replacement of machinery. Includes dial indicators, veniers, calipers, micrometers.	8-----	160
9. Equipment and Machinery Replace, erect, move, assemble. Includes related operations.	9-----	1,070
10. General Maintenance Maintain, troubleshoot, repair, rebuild, and modify plant machinery and equipment. Includes outages	10-----	3,374
11. Bench Work	11-----	800

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File, ream, scrape, tap, chip, hone sharpen
tools, cut gasket, operate portable tools,
fabricate templates, brackets, etc.
Inspect, repair and test equipment.

12.	Other Assignments Housekeeping, safety, and other informative meetings. Includes other related activities not covered above.	12-----	600
13.	Oxy-acetylene Burning Perform cutting operators	13-----	400
14.	Electric Arc Welding Perform basic welding repairs and fabrication	14-----	132
15.	Lubrication and Inspection	15-----	330
TOTAL HOURS:			8,000

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F. Industrial Mobile Equipment Mechanic

<u>Description</u>	<u>Code No.</u>	<u>Quota Hours</u>
1. Gasoline Engine Repairs Pistons, Rings, Valves and Bearings Fuel Systems-Carburation and Fuel Pumps Ignition Starter, and Electrical Systems Lubrication System and Oil Pumps Cooling Systems	1-----	1,365
2. Diesel Engine Repairs 2-cycle Engines 4-cycle Engines Piston, Rings, Valves and Bearings Injection systems Scavenging systems Starting systems Lubricating systems	2-----	1,365
3. Drive Systems Clutches and Drives Transmissions, Transfer Cases, and Power Takeoff Final Drives Rear Wheels Tracks and Track Suspension Systems	3-----	1,000
4. Control Systems Steering Systems Remote Controls Brake Systems Chassis and Springs	4-----	1,000
5. Equipment Repair and Maintenance Winches and Hoisting Gear Hydraulic and Pneumatic Systems Air Compressors Bulldozers, Graders and Motor Road Patrols Cranes, Clamshells and Drag Lines Ditchers and Backhoes Welding and Burning (Gas and Electric)	5-----	2,500
6. Lubrication and Lubrication Systems of all Equipment	6-----	500
7. Oxy-acetylene Burning	13-----	170

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8.	Electric Arc Welding Perform basic welding repairs and fabrication	14-----	100
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TOTAL HOURS:	<u>8,000</u>
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G. Industrial Sheet Metal Fabricator

<u>Description</u>	<u>Code No.</u>	<u>Quota Hours</u>
1. General Sheet Metal Work	1-----	1,165
2. Operation of Hand and Machine Tools	2-----	1,000
3. Roofing, Spouting, and Guttering	3-----	700
4. Cornice and Skylights	4-----	200
5. Heating and Ventilation	5-----	1,000
6. Furnace Work	6-----	800
7. Exhaust and Blow Pipe Work	7-----	835
8. Air Conditioning	8-----	265
9. Soldering, Welding, and Brazing	9-----	500
10. Special installations	10-----	935
11. Fabrication and Installation of P.V.C., Plastic, and Fiberglass Work	11-----	500
12. Hand Rigging	12-----	100
TOTAL HOURS:		8,000

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H. Industrial Substation Electrician

For the guidance of Substation Electrical Apprentices at Intalco Aluminum Corporation, the following notes may be of some help to clarify the program.

It is the responsibility of each journey-level worker to ensure that the apprentice is given all information possible regarding the trade during the time he/she is working for the journey-level worker.

Certain jobs are listed under each year. They are only to give the apprentice an indication of the level of his work for the year. They do not mean the jobs are the only work to be carried out or the only jobs to be tested on during the year.

Tests will be given each apprentice during each year of training to ensure the apprentice is satisfactorily completing his/her in-plant training.

Approximate Hours

1. First Year:.....2000

Skills:

- a. Introduction to clearance procedure
- b. Use of lamp changer and bulb base remover
- c. Sharpening of drill bits and use of drilling machine
- d. Use of megger
- e. Care and use of small hand tools
- f. Familiarity with safety and fire regulations
- g. Use of hand pipe threader and reamer including adjustable dies
- h. Elementary blueprint reading
- i. Use of ladders and pipe staging
- j. Use of electric hammers
- k. Use of fishtapes and pulling cables
- l. Simple conduit bends
- m. Introduction to the Code
- n. Familiarity with electrical materials
- o. Use of grinders
- p. Use of all cleaning equipment and materials
- q. Recognition and care of instruments
- r. Power actuated tools
- s. Terminations 600 V wire and cable
- t. Introduction of rectifier equipment

Jobs:

- a. Repair extension cord

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- b. Replace lamps on a scheduled basis
- c. Cut, thread, and ream conduit
- d. Megger test insulation
- e. Maintain area clean and safe
- f. High voltage switching
- g. Keeping records

Tools:

- a. Code book
- b. Electric pliers (Stakon)
- c. Electric pliers (Klein)
- d. Flat screw driver
- e. Knife
- f. Rule
- g. 6" or 8" adjustable wrench
- h. Pencil and notebook

2. **Second Year:**.....2000

Skills:

- a. Introduction to hydraulic bender
- b. Use of power threaders
- c. Use and inspection of shop slings and hoisting equipment
- d. Use of Cadweld Equipment
- e. Use of ammeter, ohmmeter, voltmeter
- f. Proper application of conduit fittings
- g. Soft soldering
- h. Taping up to 600 volts
- i. Battery maintenance
- j. Selection of fuses and circuit breakers
- k. Reading simple wiring and schematic drawings
- l. Introduction to the principles of trouble shooting
- m. Lubrication
- n. Code Book sections dealing with wiring systems
- o. Maintenance of high voltage AC disconnects
- p. Maintenance of high voltage DC disconnects
- q. Rectifier equipment maintenance

Jobs:

- a. Layout and drill piece of work, from simple print
- b. Wire up 110 volts light or outlet
- c. Connect motor - 600 volts
- d. Sling job of some description
- e. Insulator cleaning
- f. Fuse and diode change, rectifiers

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Tools:

- a. Hack saw frame
- b. Hammer
- c. 10" or 14" pipe wrench
- d. 8" or 10" adjustable wrench
- e. Center punch
- f. Square

3. **Third Year:**.....2000

Skills:

- a. Conduit bends, offsets, multiple runs
- b. Use of growler
- c. Use of tachometer
- d. Use of oil tester
- e. Use of Hi-pot testers
- f. Bus work
- g. Use of null point indicator
- h. Use of caliper, micrometers
- i. Code book - sections dealing with motors and transformers
- j. Advanced blueprint reading
- k. Use of ground detector

Jobs:

- a. Overhaul starter
- b. Wire up standard motor control
- c. Carry out inspection and maintenance of conversion equipment
- d. Machine clearance and drive maintenance
- e. Standard nameplate interpretation
- f. Select motor protection circuit

Tools:

- a. 12" or 14" pipe wrench
- b. Long nose pliers
- c. Tap wrench

4. **Fourth Year:**.....2000

Skills:

- a. Taping up to 14KV - strasscones - potheads
- b. Hard soldering
- c. Breaker maintenance over 600 V
- d. Introduction to meter testing

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- e. Control and relay systems up to 13.8 KV
- f. Code book
- g. Knowledge of elementary electronics
- h. Working on live equipment
- i. Advance trouble shooting
- j. Shift experience on dayshift relief
- k. Transformer and load tap changing equipment

Jobs:

- a. Oil circuit breaker maintenance
- b. Hook transformers of various configurations
- c. Load tap changing maintenance

Tools:

- a. Diagonal cutters
- b. Level
- c. Plumb bob
- d. Set Robertson screw drivers

TOTAL HOURS: 8000

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I. Industrial Welder-Fabricator

<u>Description</u>	<u>Code No.</u>	<u>Quota Hours</u>
1. Familiarization Any activity designed to familiarize the apprentice with care, proper safe use, nomenclature, and selection of tools and materials used in the craft	1-----	320
2. Power Tools All power tools including shears, ironworkers, grinders, drills - both bench and hand held	2-----	640
3. Oxy-Acetylene Burning	3-----	1,492
4. Oxy-Acetylene Welding	4-----	640
5. Heli-Arc Welding	5-----	320
6. Electric Arc Welding	6-----	2,932
7. Carbon Arc	7-----	320
8. Wire Welding	8-----	320
9. Layout Includes all measuring for fabrication and repair	9-----	830
10. Power-Actuated Equipment Safe and proper uses	10-----	26
11. Other Assignments	11-----	26
12. Classroom Instruction		95
TOTAL HOURS:		8,000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- () Supervised field trips
- () Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- () Private Technical/Vocational college
- () Training trust
- () Other (specify):

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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The cost of outside classroom or self-study courses of instruction (tuition and books) will be paid by the company. The time spent by the apprentice in supervised training courses during working hours shall be paid at the apprentice's applicable training rate. Such time, however, shall not be regarded as hours worked. Travel time for related training which corresponds to the apprentice's normal scheduled hours will be paid, except in the case of commuting travel which may correspond to normal scheduled hours.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. Satisfactory performance in on the job training shall be determined by representative work assignments covering the major divisions of the trade to be learned during that period of apprenticeship. The supervisor in charge shall appraise how well the apprentice performs on the work assignments of the major divisions of the trade. The apprentice will be rated 1, 2, 3, 4, or 5 and is required to attain a rating of 3 or better on all of the major divisions of the trade in which he/she has had work assignments during each period of the apprenticeship. An apprentice who fails to get a performance rating of 3 or better on all of the major divisions of the trade assigned during that period shall be held in the phase without change of**

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rate of pay for an additional qualifying period. During this period, the apprentice shall receive special training in the type of work covered by the assignments which were failed. At the completion of this period, the apprentice must show satisfactory performance in all representative work assignments to receive the advancement in rate of pay. Should the apprentice fail to show satisfactory performance, he/she will be examined verbally by the Committee to determine retention, being dropped from the apprenticeship program, or given an additional period.

2. The apprentice shall be called before the Apprenticeship Committee for failing a third consecutive period of related technical training and/or unsatisfactory performance rating in shop or on-the-job work. At this time, the apprentice may be dropped from the Apprenticeship program with notification being sent to the registering agency.
3. **Credit for Previous Training and/or Experience:**
 - a. A person's previous related training and/or experience will be thoroughly examined and may qualify an apprentice for advanced standing in an apprenticeship program. In such cases, the total time required in the program will be shortened, and the employee will be assigned to the rate applicable for the period to which he/she has been advanced. In no event shall more than 24 months of credit be granted (4,000 hours in the case of work processes) a person who has been granted advanced standing must still serve the probationary period.
 - b. No applicant shall be granted more than one qualifying test for the same job title within a period of twelve months unless they can show evidence that he/she has acquired additional knowledge or skill by means of practical experience, study or attendance at a recognized school.
 - c. An apprentice who voluntarily terminates their apprenticeship agreement, or whose apprenticeship agreement is terminated for cause, shall not be eligible to reapply for any apprenticeship or on-the-job training program.
 - d. Holidays not worked and reasonable short-term sickness or accident time lost will be credited toward the work process hours. Time lost due to extended or recurring sickness or accident, reserve duty, other leave of absence, or layoff will not be credited toward the work process hours. Regular vacation time will not be credited toward the work process hours.
4. **Termination of Apprenticeship:**

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a. **By Apprentice:**

An individual apprentice may, at any time, terminate the apprenticeship. In doing so, he/she must follow the regular apprentice termination procedures and, in addition, submit a written notice of apprenticeship termination to the supervisor under whose direction he/she has been working. This notice will be made available immediately to the Apprenticeship Committee.

b. **By the Apprenticeship Committee:**

The Apprenticeship Committee can terminate the apprenticeship agreement if the apprentice fails to meet the requirements of these Standards.

c. **By the Company:**

- 1) Company rules and regulations will be applicable to the apprentices. Violation of such rules and regulations shall make the apprentice subject to the same disciplinary actions as any other employee of the Company.
- 2) The Company reserves the right to suspend any training program where conditions necessitate such action.

5. **Layoff of Apprentice:**

In making layoffs of maintenance employees which are not expected to exceed twenty (20) days, apprentices will not be subject to the layoff. Should subsequent events cause the temporary layoff to exceed twenty (20) days, apprentices will be laid off according to the requirements specified below.

- a. The ratio of apprentices to the craft will be applied to the layoff, so the number of apprentices will correspond in ratio with number of craft personnel affected. For example, if the apprentice/craft ratio is one apprentice to five in a craft classification, one apprentice will be laid off for each five in that classification.
- b. When making such layoffs, the apprentice will not be placed on layoff until the corresponding number of craft employees have been laid off.
- c. The apprentices to be laid off will be selected by seniority in the classification affected by the layoff. If seniority is equal, the lower badge number will be considered the more senior.

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6. Graduation Certificate of Completion of Apprenticeship

- a. All apprentices must pass all phases of related course instruction with a test score of at least 70% and satisfactorily complete all related on-the-job training reports.
- b. After satisfactory completion of an apprenticeship under these standards, and upon recommendation of the Apprenticeship Committee, the Washington State Apprenticeship and Training Council shall furnish such apprentice with a Certificate of Completion of Apprenticeship in accordance with the State Apprenticeship Act and the rules of the Council.

7. Other Periods of the Apprenticeship - Advancement Requirements

- a. The apprenticeship term consists of the sum of periods as outlined in these Standards for any specific trade or craft. The term of such a period is a minimum of 1,000 hours of completed work.
- b. In order to advance from one period of apprenticeship to the next higher period, the apprentice will be required to satisfactorily complete all shop or on-the-job work assignments as established for that period, and successfully pass all written examinations related to technical subject matter required in that period of apprenticeship.
- c. Written examinations on related technical subjects will normally be required each period dependent upon Community College and Vocational School schedules. In the first or probationary period, the examinations will be given during and at the end of the training session. A score of 70% shall be considered the minimum passing grade.
- d. During the course of the apprenticeship, apprentices will be required to acquire hand tools as they progress through the program.

8. Shop or On-The-Job Training

- a. The training of the apprentice in the shops or on-the-job shall be the responsibility of the area supervisor or other supervisor as assigned by the head of the department. It shall be the responsibility of the supervisors so assigned to assure the apprentice is working with qualified craft personnel in each of the major divisions of the trade to be learned (Schedule of Work Processes) covered by these Standards of Apprenticeship during the course of normal work.

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- b. The department head or person who has the overall responsibility for the shop or on-the-job work experience of the apprentice will furnish each month the Apprentice Progress Report to the Apprentice Training Coordinator and Personnel. From this report, the total hours worked in each major division of the trade will be recorded on the Cumulative Record. The Cumulative Record will indicate when the apprentice's advancement in the trade has been withheld by action of the Apprenticeship committee because of failure to comply with the advancement requirements. In cases where the apprentice's advancement in apprenticeship is withheld, as per the provisions of the Standards of Apprenticeship, total time in apprenticeship may be increased.
- c. When, in the opinion of the supervisor, it is necessary that the apprentice be assigned an extended number of hours beyond that regularly required for mastery of the major divisions, such hours shall be so indicated on the Apprentice Progress Report. Extension of hours in the major division need not constitute an extension of the apprenticeship, but may be deducted from some other major division in which the apprentice is proficient. In all cases, the apprentice will be required to complete within 25% plus-or-minus of the total number of hours of work required for each major division, except where this requirements is obviated by the granting of credit.
- d. A Schedule of Work Processes for each of the trades covered in these Standards of Apprenticeship is prepared for guidance. The instruction of the apprentice need not follow a chronological order as they appear in the Schedule of Work Processes, but may be taught in sequence best suited to the volume and type of work common to the trade, provided that all apprentices shall receive instruction on all major divisions of the trade as listed in the Schedule of Work Processes, excepting those divisions obviated by credit allowance.

B. Local Apprenticeship Committee Policies

Required Tool List for Industrial Millwright

Quantity	Size	Description
1 each		Aligning Punch
1 set		Standard Feeler Gauges
1 each		Center Punch
1 set	1/16" through 1/4"	Pin Punches
1 each	1/16"	Starting Punch
1 each	1/8"	Tape Drift Punch
1 each	1/4"	Taper Drift Punch
1 each	1/2"	Cold Chisel

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1 each	3/4"	Cold Chisel
1 each	18"	Rolling Head Bar
*1 pair		Diagonal Cutting Pliers
*1 pair		Needle nose pliers
1 pair		Slip Joint Pliers
1 pair	8"	Lever Wrench Pliers
1 pair		Channel Lock Pliers
1 pair	1/4" - 7/8"	Shaft External Retaining Ring Pliers
1 pair	15/16" - 1-7/16"	Shaft External Retaining Ring Pliers
1 pair	1-1/16" - 2"	Shaft External Retaining Ring Pliers
1 pair	3/8" - 1" (45 degree tip)	Shaft External Retaining Ring Pliers
1 pair		Straight Snips
*1 each	Adjustable	Hacksaw
*1 each	10"	Adjustable Wrench
*1 each	12"	Adjustable Wrench
1 each	10"	Pipe Wrench
1 each	14"	Pipe Wrench
*1 set	1/4" through 1-1/4"	Combination Box & Open End Wrenches
*1 each	12 oz.	Ball Pein Hammer
*1 each	1-1/2 lb.	Ball Pein Hammer
1 each		Soft Face Hammer
*1 set	5/64" through 1/4"	Allen Wrenches
*1 each	10'	Combination Metric & U.S. Tape
*1 each		Combination Square
1 each		Torpedo Level
1 each		Flashlight
*1 each	2"	Standard Screw Driver
*1 each	4"	Standard Screw Driver
*1 each	6"	Standard Screw Driver
*1 each	8"	Standard Screw Driver
*1 each	10"	Standard Screw Driver
*1 each	12"	Standard Screw Driver
1 each	2"	Phillips Screw Driver
1 each	6"	Phillips Screw Driver
1 each	8"	Phillips Screw Driver
*1 set	1/2" driver	Socket Set (complete) - includes sockets with openings of 7/16" through 1-1/4", ratchet, hinge handle, universal joint, speed wrench, and extensions
1 each		Tool Box

***Basic set required for a First Year Apprentice - should have available for use upon completion of the Pre-Apprentice training session. Tools can be purchased through the company via payroll deduction - contact your Supervisor.**

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C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties

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- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
- Authorization of Signature - as necessary

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- Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
- Additional credit
- Suspension (i.e. military service or other)

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- Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.

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2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL JOINT**

The employer representatives shall be:

Patrick Pollock, Chair
PO Box 937
Ferndale, WA 98248

Jair Fumas
PO Box 937
Ferndale, WA 98248

Mel Fitzgerald
PO Box 937
Ferndale, WA 98248

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The employee representatives shall be:

Carl Ratcliff, Secretary
PO Box 937
Ferndale, WA 98248

Richard Gray
PO Box 937
Ferndale, WA 98248

Vicki Henley
PO Box 937
Ferndale, WA 98248

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE